

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Services Branch

DATE: 15 October 1948

FROM : Chief, Supply Division

SUBJECT: Monthly Reports - August - September

Forwarded herewith are monthly reports for the months of August and September.

Due to the tremendous volume of work in the Supply Division, these reports are reduced to volume only.

 - 25X1A9a

Chief, Supply Division

*Sept. report  
10-25*

VOLUME:Procurement Section:a. Requisitions:

Requisitions numbered and processed..... 893

Distribution as follows:

Procurement Section.....	521
Storage and Issue.....	218
Typewriter Repair Shop.....	66
Contract Section.....	10
Communications Division.....	18
Real Estate and Utilities.....	59
Special Procurement.....	0
Transportation.....	1

Requisitions that have been numbered and distributed but no information as to action taken posted on Kardex copy: 1948 1949

Purchase.....	0	237
Storage and Issue.....	15	44
Storage and Issue (Operational Med).....	8	48
Typewriter Repair.....	1	55
Special Procurement.....	1	2
Real Estate and Utilities.....	4	22
Communications Division.....	2	28
Contract Section.....	4	23
Dispensary.....	1	0
Transportation.....	1	0

Note: The above include requisitions in the process of being filled, purchase orders pending distribution, checking, signature and encumbrancy by the Finance Division.

Further breakdown of requisitions held within Procurement Section:

Without action.....	25
Pending receipt of bids.....	57
Pending clearance.....	4
Pending justification.....	7
Pending clarification.....	7
Pending repairs and billing.....	20
Number of items.....	308

Requisitions and/or purchase orders completed during period:

Fiscal Year 1948: 213      Fiscal Year 1949: 714

Abstracts due to improper requisitioning 38

Requisitions on which purchase orders have been issued, but materials remain outstanding:

Fiscal Year 1948: 673      Fiscal Year 1949: 713

b. Purchase Orders:

Purchase orders prepared and typed..... 1083  
Total number of items involved..... 2800

PO's prepared but pending checking and signature..... 35  
PO's prepared but pending encumbrance by Fiscal Section... 105

Total amount expended..... \$154,659.11

Procurement Section (continued)c. Telephone Calls:

Total number of telephone calls received.....	1230
Total number of telephone calls out.....	1614

d. Bids:

Formal bids prepared and typed.....	28
Items involved.....	365
Contractors invited to bid.....	406
Formal bids outstanding.....	8

Telephone bids prepared and typed.....	11
Items involved.....	16
Contractors invited to bid.....	35
Telephone bids outstanding.....	0

Wire bids prepared and typed.....	1
Wire bids outstanding.....	0

Informal bids prepared and typed.....	101
Items involved.....	273
Contractors invited to bid.....	85
Informal bids outstanding.....	39

e. Letters:

Prepared and typed.....	225
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f. Memorandums:

Prepared and typed.....	152
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g. Bills of Lading:

Prepared and typed.....	10
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h. Wires:

Prepared and typed.....	6
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i. Petty Cash Fund:

Purchases and/or services rendered by use of Petty Cash..	\$106.71
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j. Printing and Binding Estimates received..... \$2,603.66APPLIANCE MAINTENANCE SECTION:

Number of requisitions received during month of September.....	76
Number of requisitions completed during month of September.....	63
Number of requisitions uncompleted from present & previous month.....	37
Overhaul and Shop Work.....	25
Overhaul and Shop Work on S & I machines.....	70
Service Calls.....	88
Services calls made for NSC.....	0
Total number of machines repaired.....	183
Estimated Dollar Value of all overhauls and repairs.....	\$994.05

REAL ESTATE AND UTILITIES SECTION:

Requests received prior to October 1 and which have not been processed.....	31
Requests received in writing during September.....	102
Telephone calls received during September.....	1285
Requests processed by memorandum .....	78
Requests processed verbally.....	525
Requests processed by FWA Form #52.....	35
Requisitions written for contractual services.....	10
Work orders written for contractual services (\$100,151.00).....	34
Requisitions written, miscellaneous.....	1
Requests processed for moves of equipment.....	42
Space moves <u>11</u> Personnel moved.....	224
Man hours worked by regular assigned FWA laborers.....	5088
Man hours worked by additionally assigned FWA laborers.....	826

CONTRACT SECTION:

## Contracts Completed:

Supply.....	Vouchered	3	\$11,556.00
Supply.....	Unvouchered	0	
Service.....	Vouchered	3	747.20 Est.

## Contracts Pending:

Supply.....	Vouchered	4	\$12,498.87
Supply.....	Unvouchered	2	39,410.00
Service.....	Vouchered	1	225.00 Est.

## Amendments to Contracts Completed:

Supply.....	Vouchered	1	
Service.....	Vouchered	1	
Developmental.....	Unvouchered	2	

## Amendments to Contracts Pending:

Supply.....	Vouchered	1	
Service .....	Vouchered	1	
Developmental.....	Unvouchered	0	
Leases.....	Vouchered	3	

## Terminations to Contracts Completed:

Service .....	Vouchered	1	
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Unnumbered Contracts Completed.....	Vouchered	1	\$1,140.90
Unnumbered Contracts Completed.....	Unvouchered	4	1,155.87

Invitations to Bid issued.....		5	
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Number of requisitions incomplete as of September 1....	10	
Number of requisitions received Sept. 1 thru Sept. 30..	15	

Number of requisitions completed during September.....	11	
Number of requisitions incomplete as of October 1.....	14	

Total number of contracts, amendments, etc. handled.....	33	
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Contracts awarded during month.....	\$13,852.77
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Leases and Utility contracts awarded during month.....	\$522.20
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STOREGE AND ISSUE SECTION:Furniture Repairs:General Repairs:Service Call Repairs

56

Stock Repairs

64

Sanitized - Approved For Release :  
CIA-RDP54-00177A000100110019-1

STORAGE AND ISSUE SECTION

	<u>Number</u>	<u>Unit</u>	<u>Weight</u>
1. Purchase Orders received	984	6,786	2,534,975
2. Job orders for reloading and storage	644		366,238
3. Requests for local delivery or pick-up			1,934,986
4. Job orders for Cargo to be processed and packed for overseas	127	811	155,972
5. Requests for Domestic shipments	84	204	16,363
6. Job orders for service	33		644,000
7. Orders for Cargo to be shipped overseas	38	650	142,920

Office Supplies

	<u>Number of Transactions</u>	<u>Number of Items</u>	<u>Number of Units</u>
Credit Vouchers	490	4,084	451,660
Debit Vouchers	38	48	43,812

Office Equipment

Credit Vouchers	174	389	993
Debit Vouchers	110	200	992

Operational Equipment

Credit Vouchers	43	87	13,179
Debit Vouchers	62	173	15,637

Medical Supplies

Credit Vouchers	13	215	5,993
Debit Vouchers	9	10	1,164

AUGUST 1948

VOLUME:Procurement Sectiona. Requisitions:

Requisitions numbered and processed.....1044  
 Distribution as follows:

Procurement Section.....	563
Storage and Issue.....	277
Typewriter Repair.....	42
Contract Section.....	49
Communications Division.....	21
Real Estate & Utilities.....	51
Special Procurement.....	2
Transportation.....	1

Requisitions that have been numbered and distributed but no information as to action taken posted on Kardex copy:

	1948	1949
Purchase.....	0	386
Storage and Issue .....	17	74
Storage and Issue (Oper. & Med)....	10	102
Special Procurement.....	1	2
Typewriter Repairs.....	2	35
Real Estate and Utilities.....	4	19
Communications Division.....	3	27
Contract.....	12	20
Dispensary.....	1	0
Transportation.....	1	1

Note: The above include requisitions in the process of being filled, purchase orders pending distribution, checking, signature and encumbrance by Finance Division.

Further breakdown of requisitions held within Procurement Section:

(a) Without action .....	70
(b) Pending receipt of bids.....	93
(c) Pending clearance.....	8
(d) Pending justification.....	2
(e) Pending clarification.....	16
Pending repairs and billing.....	30
(g) Number of items.....	507

Requisitions and/or purchase orders completed during period:

Fiscal Year 1948: 203      Fiscal Year 1949: 787

Abstracts necessary due to improper requisitioning.....38

Requisitions on which purchase orders have been issued, but materials remain outstanding:

Fiscal Year 1948: 137      Fiscal Year 1949: 625

b. Purchase Orders:

Purchase orders prepared and typed.....883  
 Total of items involved.....1552

PO's prepared but pending checking and signature..... 50  
 PO's prepared but pending encumbrance by Finance..... 90

Total amount expended.....\$108,414.75

c. Telephone Calls

Total number of telephone calls received.....	1195
Total number of telephone calls out,.....	1346

d. Bids:

Formal bids prepared and typed.....	58
Items involved.....	189
Contractors invited to bid.....	356
Formal bids outstanding.....	30

Telephone bids prepared and typed.....	14
Items involved.....	60
Contractors invited to bid.....	45
Telephone bids outstanding.....	0

Wire bids prepared and typed.....	1
Wire bids outstanding.....	1

Informal bids prepared and typed.....	203
Items involved.....	865
Contractors invited to bid.....	180
Informal bids outstanding.....	42

e. Letters:

Prepared and typed.....	77
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f. Memoranda:

Prepared and typed.....	112
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g. Wires:

Prepared and typed.....	5
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h. Bills of Lading:

Prepared and typed.....	12
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i. Petty Cash Fund:

Purchases and/or services rendered by use of Petty Cash.....	\$79.70
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j. Printing and Binding Estimates received..... \$1,830.67

APPLIANCE MAINTENANCE SECTION

Number of requisitions received during month of August.....	80
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Number of requisitions completed during month of August.....	73
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Number of requisitions uncompleted from present and previous month.....	30
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Overhaul and Shop work.....	11
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Overhaul and Shop work on S&I machines.....	45
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Services Calls.....	163
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Service Calls made for NSC.....	3
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Total number of machines repaired.....	222
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Estimated Dollar Value of all overhauls and repairs.....	\$819.45
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REAL ESTATE AND UTILITIES SECTION:

Requests received prior to September 1 and which have not been processed.....	12
Requests received in writing during August.....	94
Telephone calls received during August.....	1305
Requests processed by memorandum.....	84
Requests processed verbally.....	502
Requests processed by FWA Form #52.....	37
Requisitions written for contractual services.....	13
Work orders written for contractual services (\$6,295.00)....	13
Requisitions written, miscellaneous.....	1
Requests processed for moves of equipment.....	33
Space moves <u>8</u> , Personnel moved.....	233
Man-hours worked by regular assigned FWA laborers.....	2924
Man-hours worked by additionally assigned FWA laborers.....	458

CONTRACT SECTION:

## Contracts Completed:

Supply.....	Vouchered	3	\$275,643.12
Supply.....	Unvouchered	2	12,880.34

## Contracts Pending:

Supply.....	Vouchered	1	1,664.00
Supply.....	Unvouchered	1	30,000.00
Service.....	Vouchered	2 per mo.	45.00 Est.

## Amendments to Contracts Completed:

Supply.....	Vouchered	10
Service .....	Vouchered	6
Developmental.....	Unvouchered	1

## Amendments to Contracts Pending:

Supply.....	Vouchered	0
Service.....	Vouchered	1
Developmental.....	Unvouchered	2
Leases.....	Vouchered	2

Unnumbered Contracts Completed.....	Vouchered	9	3,060.18
Unnumbered Contracts Completed.....	Unvouchered	9	10,407.97

## Invitations to Bid issued.....

Number of requisitions incomplete as of August 1.....	15
Number of requisitions received August 1 thru August 31..	27

Number of requisitions completed during August.....	32
Number of requisitions incomplete as of September 1.....	10

Total number of contracts, amendments, etc. handled.....

Contracts awarded during month..... \$301,991.61

Leases and Utility Contracts awarded during month..... None

SPECIAL PROCUREMENT:

Number of miscellaneous letters.....	2
Number of letter orders written.....	2
Number of verbal orders placed.....	1
Number of requisitions received.....	2
Number of items ordered.....	30,000 rounds ammo.
Number of items for repair.....	15
Number of requests to Special Funds for payment.....	3
Dollar Value.....	\$1,750.80

SPECIAL PROCUREMENT: (continued)

Requisitions pending.....	6
a. Awaiting quotation on books.....	2
b. Awaiting quotation on film and camera.....	2
c. Awaiting quotation on holsters and targets.....	2

STORAGE AND ISSUE SECTION:

Furniture Repairs:

General Repairs.....Service Calls: 16 Stock Repairs: 2

Refinishing.....Stock Repairs: 12

<u>STORAGE AND ISSUE SECTION</u>		<u>Weight</u>
<u>Number</u>	<u>Unit</u>	
901	6,211	294,115
785		2,034,973
162		1,734,986
94		278,502
27		88,434
821		534,000
116		240,226
<u>Office Supplies</u>		<u>Number of Units</u>
<u>Number of Transactions</u>	<u>Number of Items</u>	
499	3,835	651,440
30	47	14,437
<u>Office Equipment</u>		
206	446	1,125
105	200	1,498
<u>Operational Equipment</u>		
	324	21,726
	42	45,638
<u>Medical Supplies</u>		
84	138	15,924
36	4	48
<u>Credit Vouchers</u>		
Credit Vouchers		
Debit Vouchers		
<u>Credit Vouchers</u>		
Credit Vouchers		
Debit Vouchers		